

# **Procurement Modernization Commission**

## **Workforce Workgroup Minutes**

Wednesday, September 14, 2016  
10 AM - 12 PM

### **A. Participants:**

David Brinkley – Secretary, Department of Budget & Management  
John Molnar – Integrity Consulting  
Gabriel Gnall – Board of Public Works  
Doug Carrey-Beaver – Office of Attorney General, DOIT  
Kevin Igoe – Department of Budget & Management  
Sheila McDonald – Executive Secretary, BPW  
Jamie Tomaszewski – Chief of Procurement, DBM  
Sheryl Brissette Chapman – The National Center for Children and Families  
David Lasher – Department of Health and Mental Hygiene, DOIT  
Representative for Herb Jordan – Governor’s Office of Minority Affairs  
Monica Best-James – Blind Industries and Services of Maryland  
Pat Pscherer – Governor’s Office for Performance Improvement  
Devan Perry – Board of Public Works  
Michael Siri – Maryland State Bar Association, Inc., Construction Law Section

### **B. Minutes:**

The meeting commenced at 10 AM with introductions and updates on assigned action items from the 8/29/2016 Workforce Workgroup meeting, namely finalizing the four draft recommendations drawn from the Workforce Workgroup’s assigned tasks, and then voted on each of the following final recommendations as follows:

- 1. Quality Procurement Staff: Discuss revised draft recommendation regarding classifications, retention, and recruitment and any final comments. Submit final recommendation for a vote by the group.**

Motion was made by David Lashar to approve the draft recommendation with minor stylistic changes and with the caveat that final recommendation would be subject to the review of DBM’s personnel division; seconded by Monica Best-James; and voted unanimously by workgroup.

- 2. Statewide Procurement Business Training: Discuss draft recommendation regarding eMM webpages as it relates to providing businesses with self-directed training modules on bidding for State contracts and any final comments. Submit final recommendation for a vote by the group.**

Motion was made by David Lashar to approve the draft recommendation with minor stylistic changes; seconded by Monica Best-James; and voted unanimously by workgroup.

- 3. Statewide Procurement Manual and Best Practices: Discuss draft recommendation related to development, deployment, and maintenance of procurement manual and any final comments. Submit final recommendation for a vote by the group.**

Motion was made by David Lashar to approve the draft recommendation with minor stylistic changes; seconded by Monica Best-James; and voted unanimously by workgroup.

- 4. Procurement Training Curriculum: Discuss draft recommendation related to training curriculum for procurement staff and methods of delivering it. Submit final recommendation for a vote by the group.**

Motion was made by Gabe Gnall to approve the draft recommendation with minor stylistic changes; seconded by John Molnar; and voted unanimously by workgroup.

Secretary Brinkley then called for a final vote to approve all recommendations, which was unanimously approved by the Workforce Workgroup. Secretary Brinkley also thanked all of the Workforce Workgroup members for their help and participation in researching and developing the recommendations.

It was noted the approved recommendations would be submitted to the Lt. Governor by the September 15th deadline for distribution to the Commission.

The meeting adjourned at 10:30 a.m.

#### **C. Next Meeting**

- a. Thursday, September 29, 2016, 10 a.m.
- b. DBM, 45 Calvert Street, Room 158, Annapolis, MD 21401